Volume

1

INTERNATIONAL TRANSACTIONS REPORTING SYSTEM (ITRS) VERSION 3.0.X

Data Warehouse Division
State Bank of Pakistan

User Manual

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Software and Hardware Requirements

- **Software Requirements**

  Operating System: Microsoft Windows 2000 or Windows XP

  Application Software: Microsoft Access 2003 or Microsoft Access XP

- **Hardware Requirements**

  Processor: Pentium III 600 MHz or Greater

  RAM: 512 MB or more

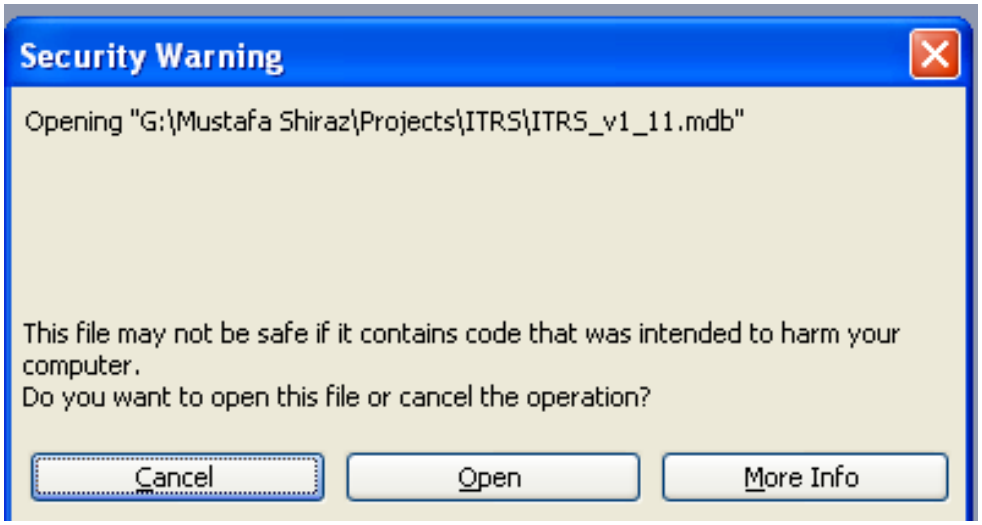
  Free Hard Drive Space: At least 500 MB

Chapter 1

First Time Installation

To install the ITRS application for the first time; download and save the .mdb file from http://www.sbp.org.pk. Double click it to run.

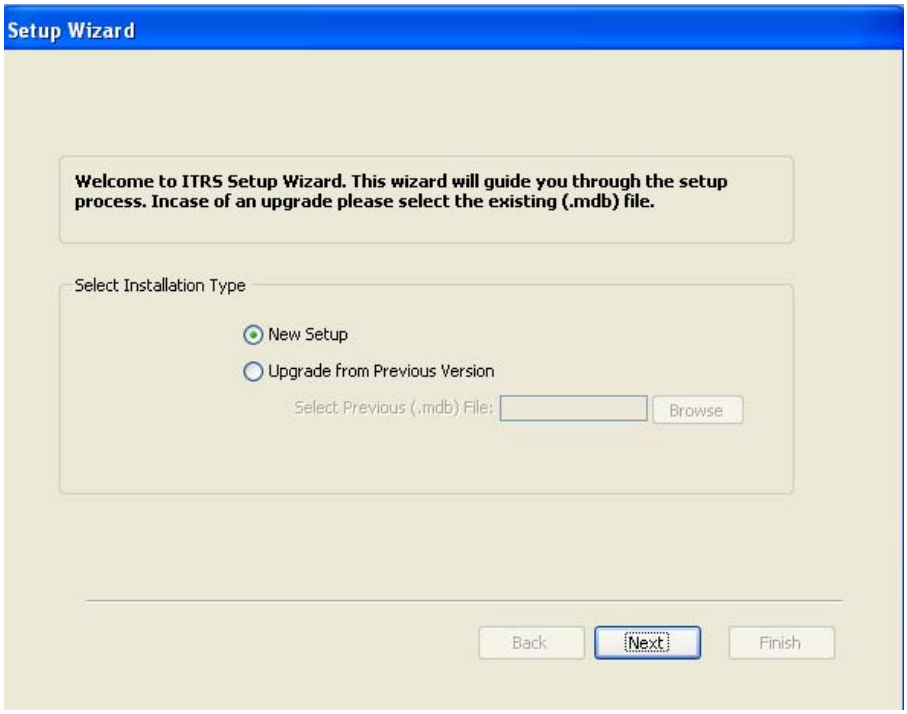
If you get the following screen, then press OPEN


Security Warning
Opening "G:\Mustafa Shiraz\Projects\ITRS\ITRS_v1_11.mdb"
This file may not be safe if it contains code that was intended to harm your computer.
Do you want to open this file or cancel the operation?
Cancel
Open
More Info

If you don't want to see this message every time you run the application, then perform the following steps.

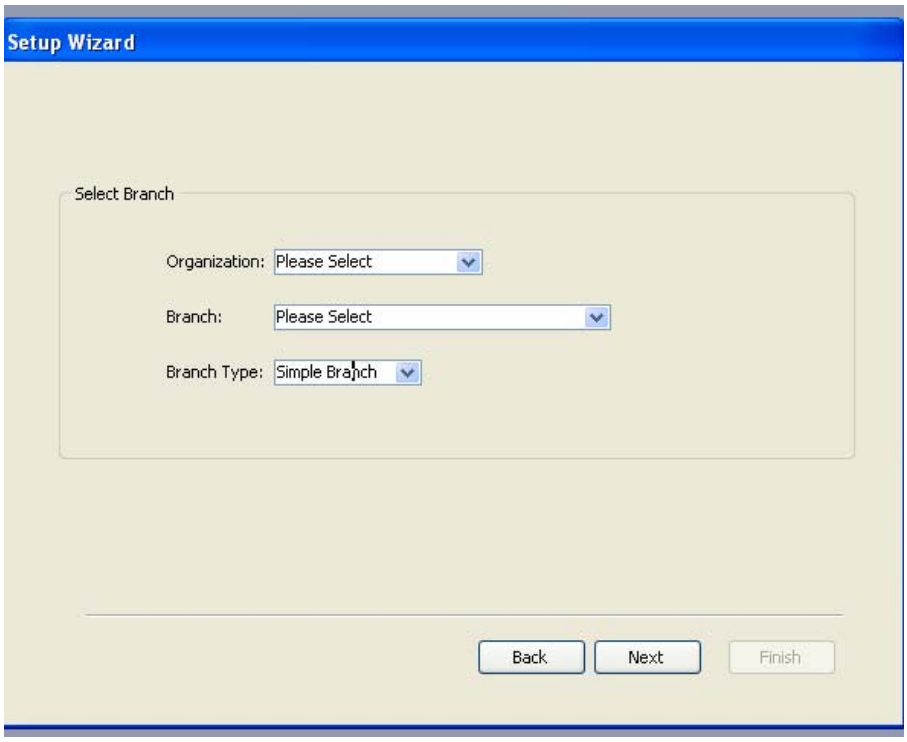
1. Close the application
2. Run Microsoft Access from Start Menu
3. Click Tools > Macro > Security
4. Select LOW from the dialog box and click OK
5. Click YES
6. Restart Microsoft Access

After double clicking the .mdb, a wizard runs automatically prompting for the type of setup you want to run

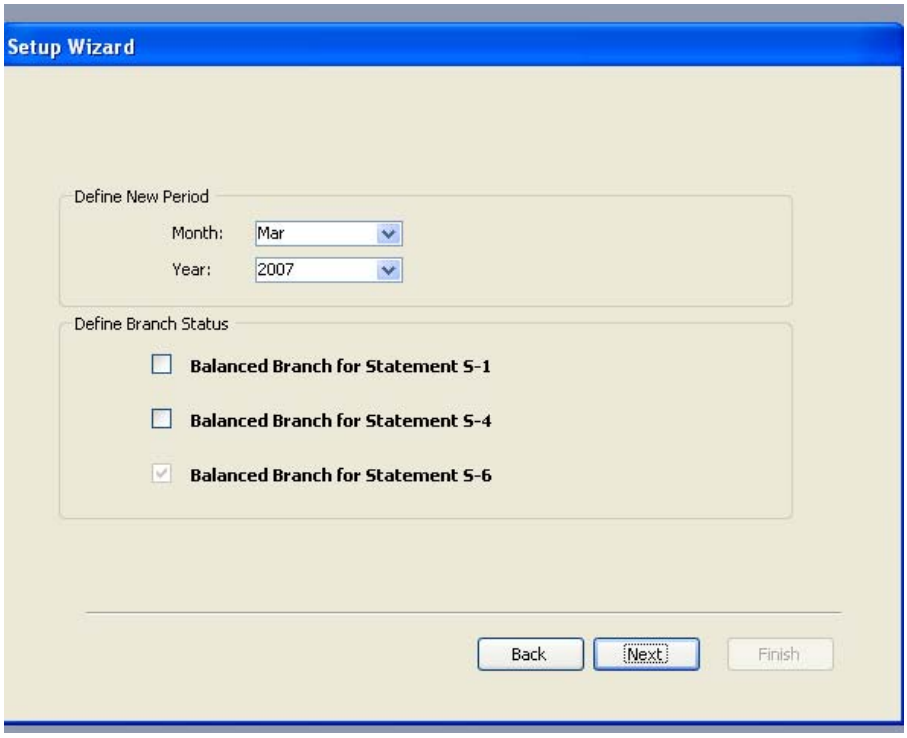

Setup Wizard
Welcome to ITRS Setup Wizard. This wizard will guide you through the setup process. Incase of an upgrade please select the existing (.mdb) file.
Select Installation Type
New Setup
Upgrade from Previous Version
Select Previous (.mdb) File:
Browse
Back
Next
Finish

New Setup
Select New Setup if you are installing ITRS application for the first time

Upgrade from Previous Version
Select this option if you are installing a patch (newer version) of the ITRS application given to you afterwards from time to time

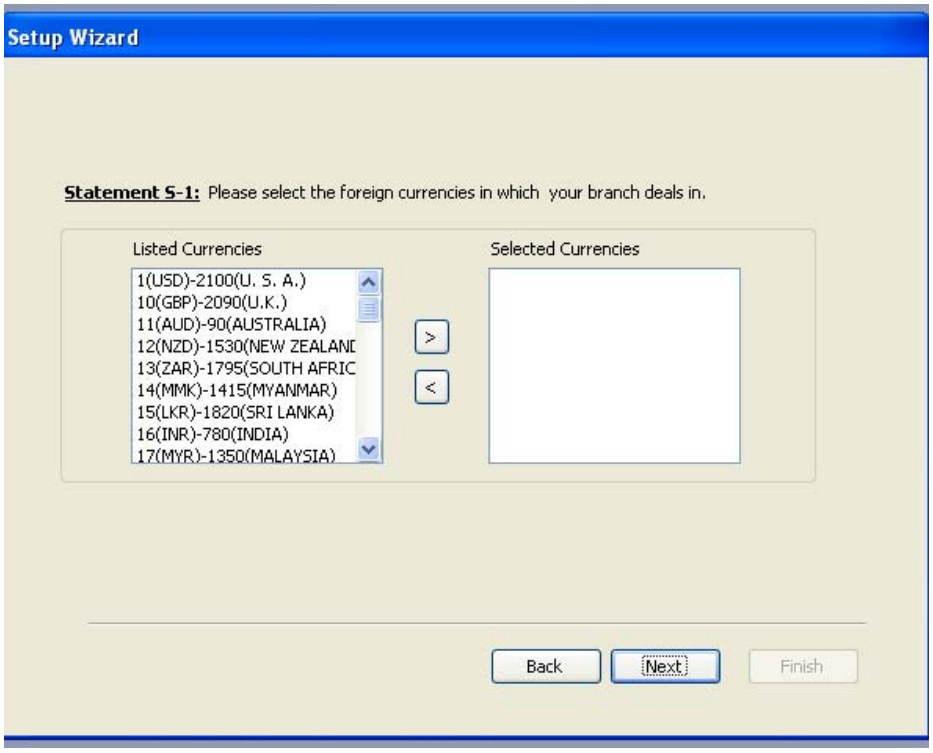


Select your organization, branch name and the type of branch and click next

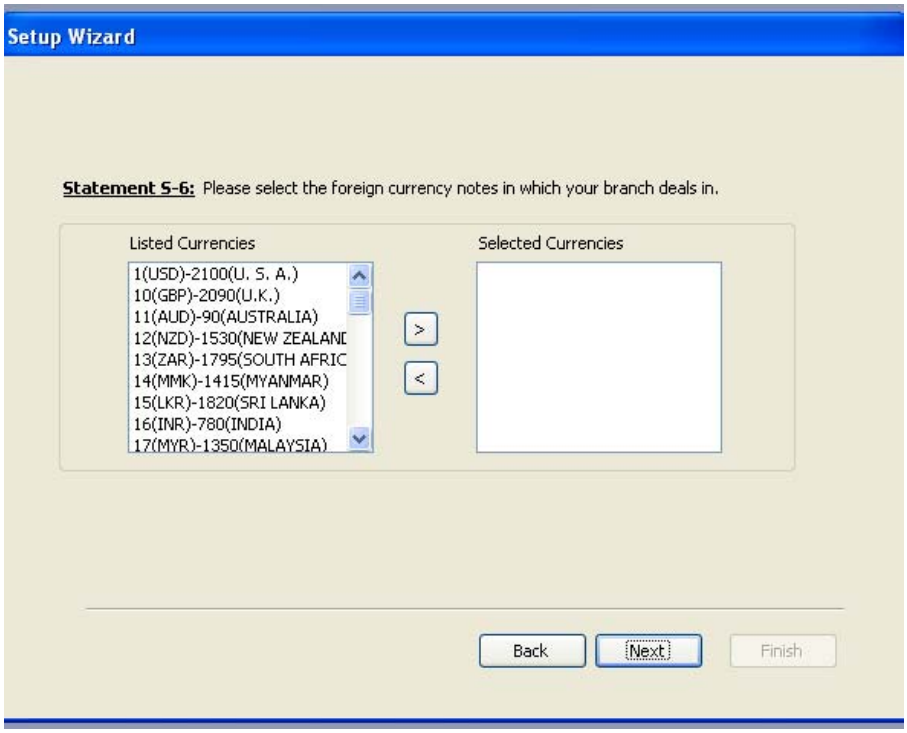


Define New Period
Select the month and year for the new open period for which you will enter the data

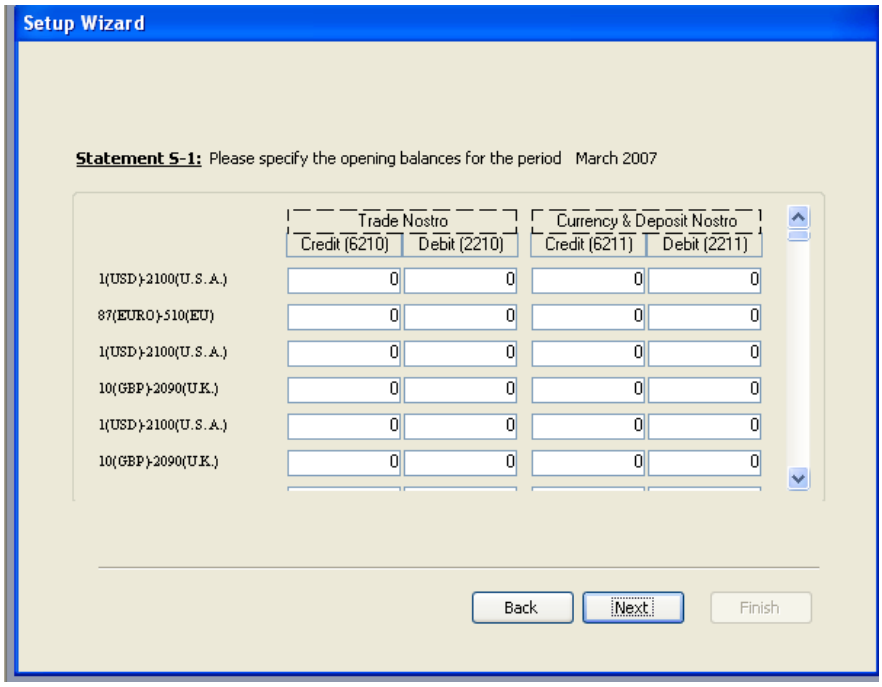
Define Branch Status
Define whether your branch is a balanced branch for Statements S-1 and/or S-2



Select the currencies your branch deals with in Statement S-1



Select the currencies your branch deals with in Statement S-6

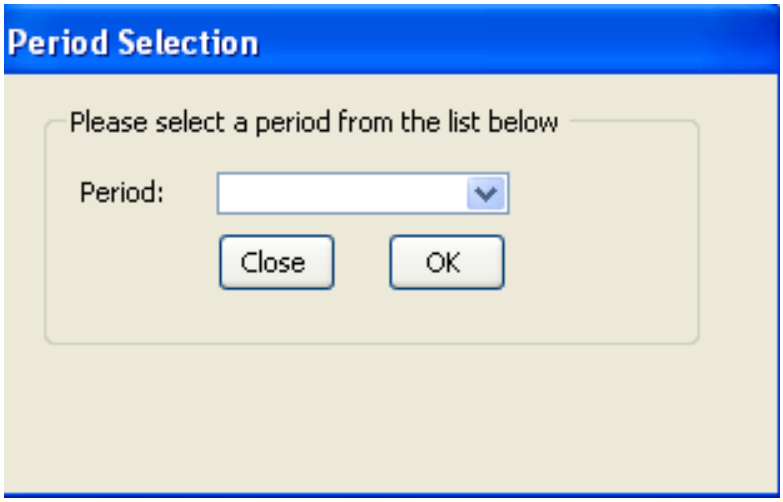


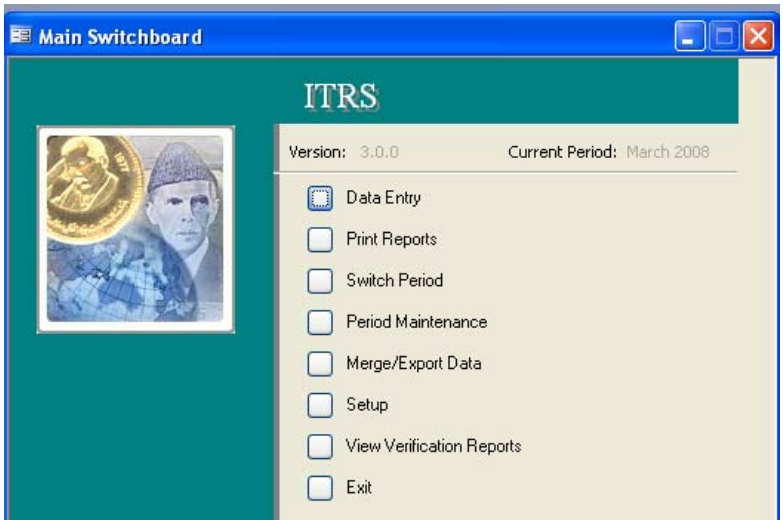
If you are balanced branch for S-1, enter the opening balances for the different currencies. Similarly, repeat this step for S-4 and S-6 also to complete the setup.

Chapter 2

Data Entry

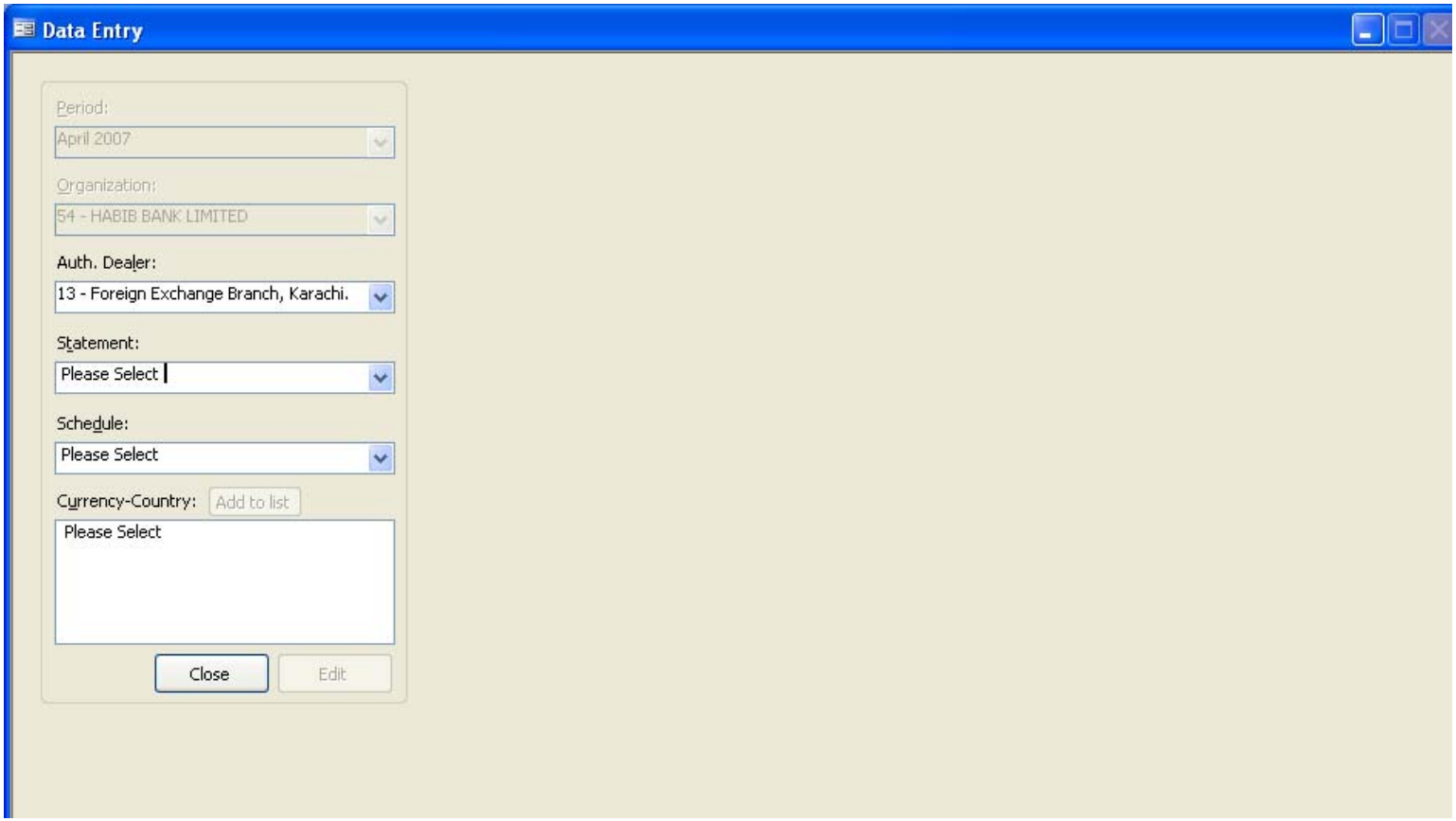
After the first time setup has completed, select the period for which you will be doing the data entry



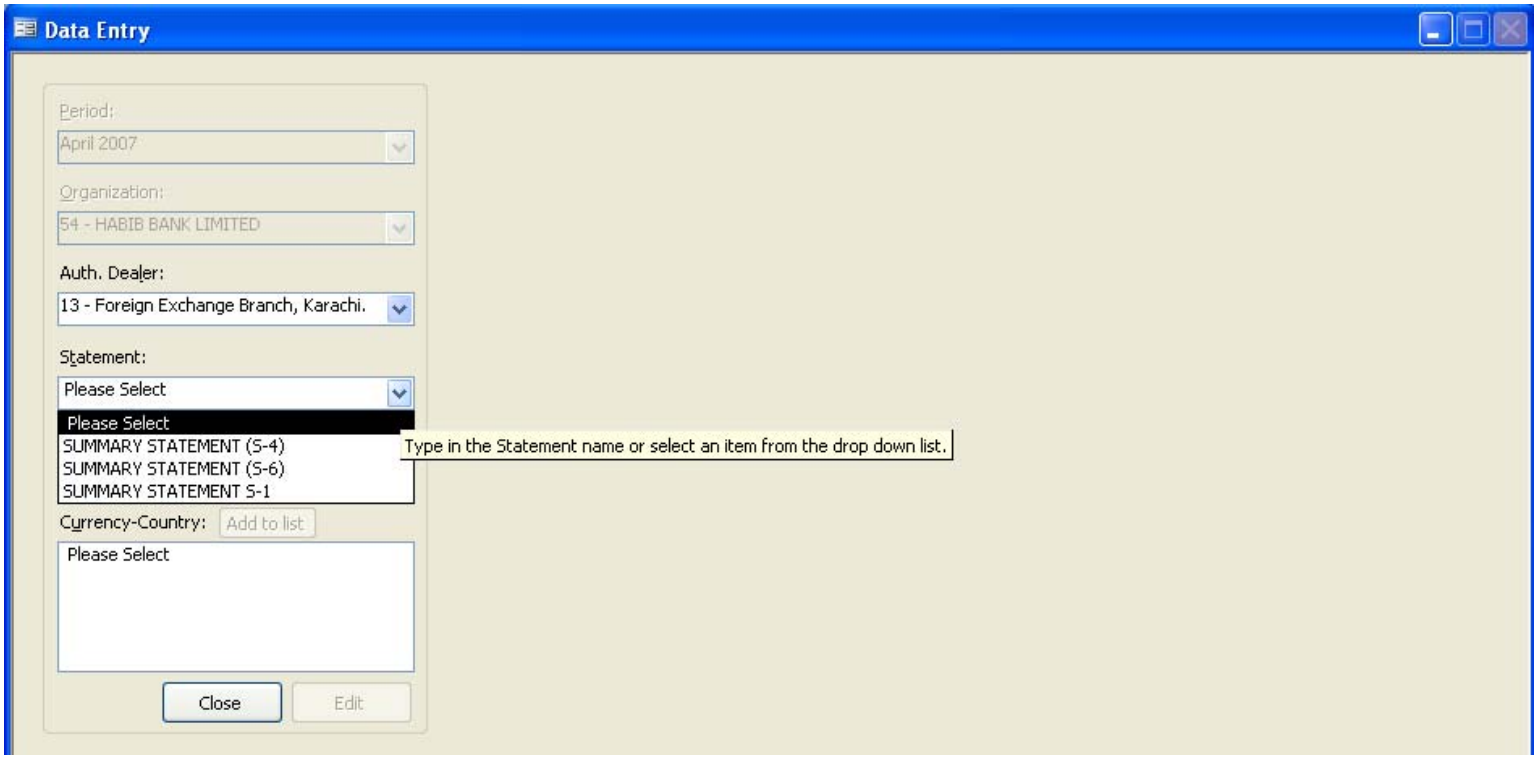


ITRS Switchboard
The above screen is the main menu of the ITRS application

Data Entry
Click the Data Entry button to enter the schedules data

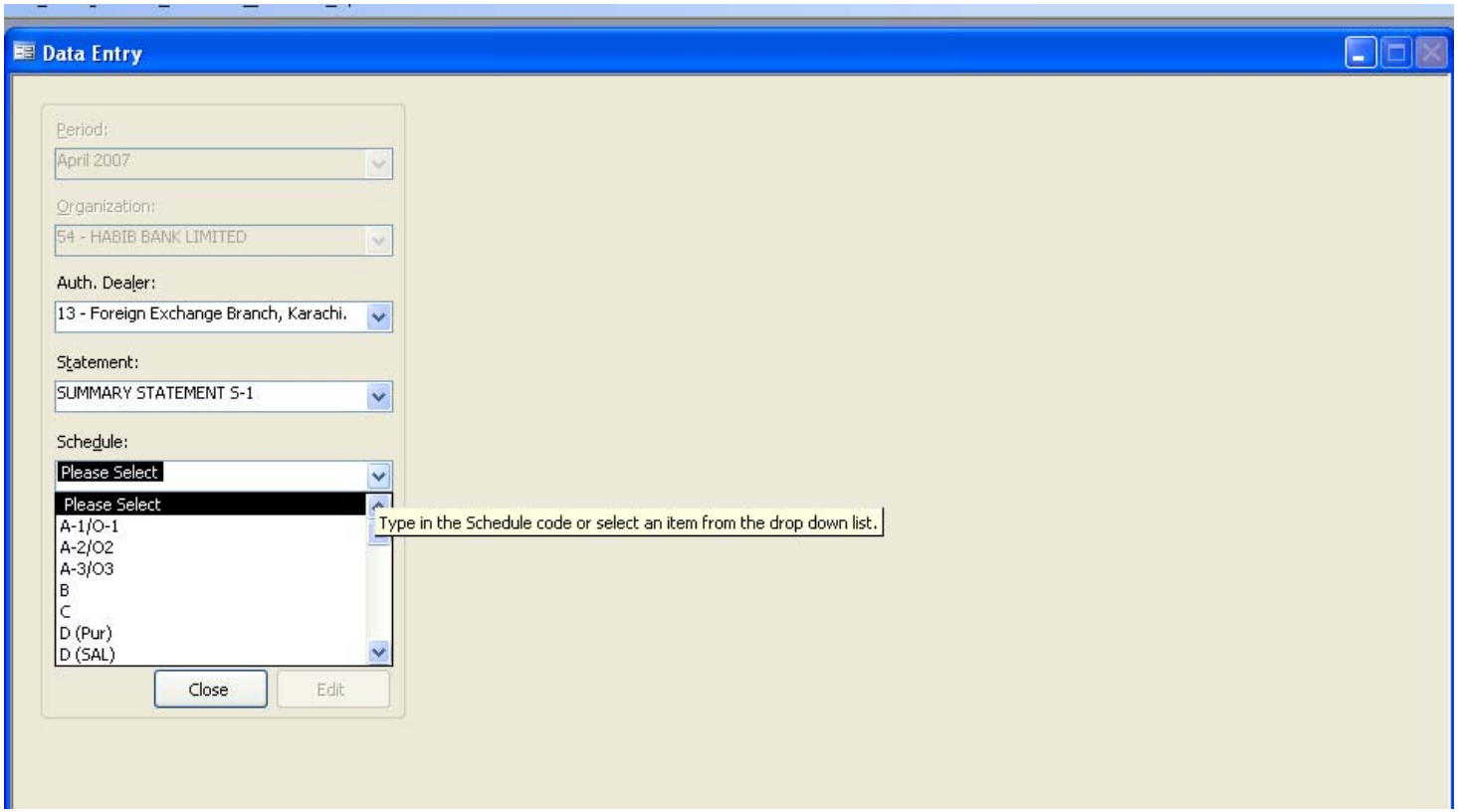


On pressing the Data Entry button you get the following screen where period and organization are already selected.



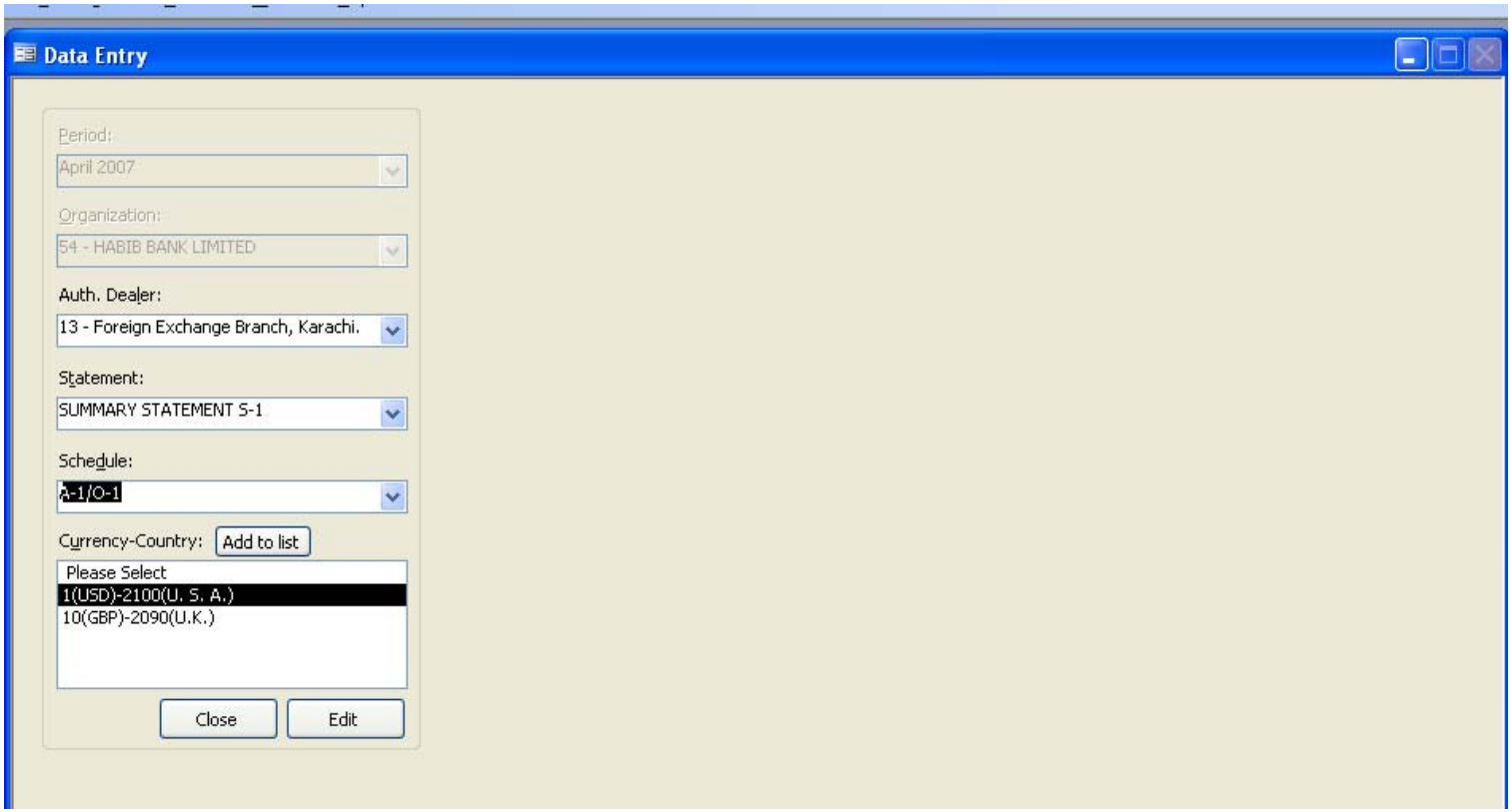
Statement

Select the type of statement for which you will be entering the data.



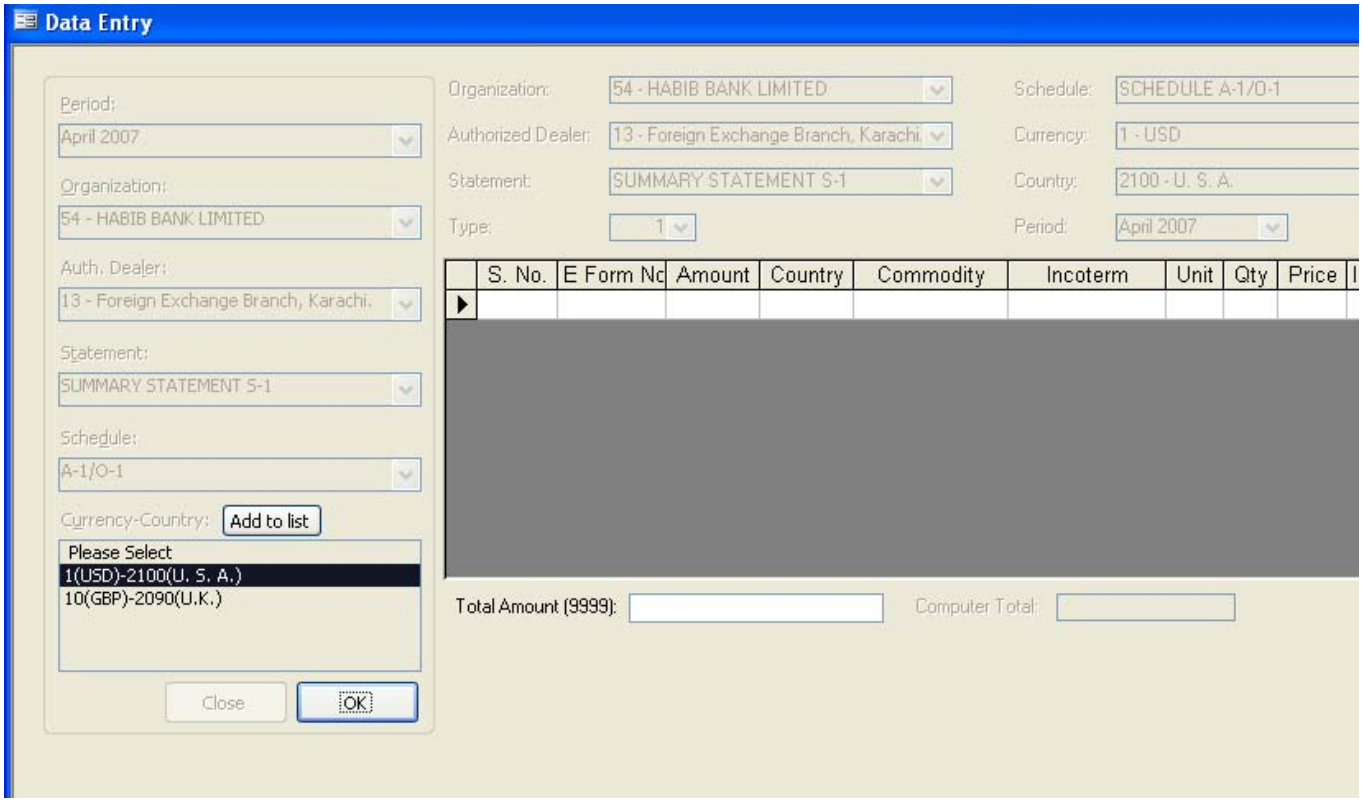
Schedule

After selecting the statement, select the schedule on which you will be working on

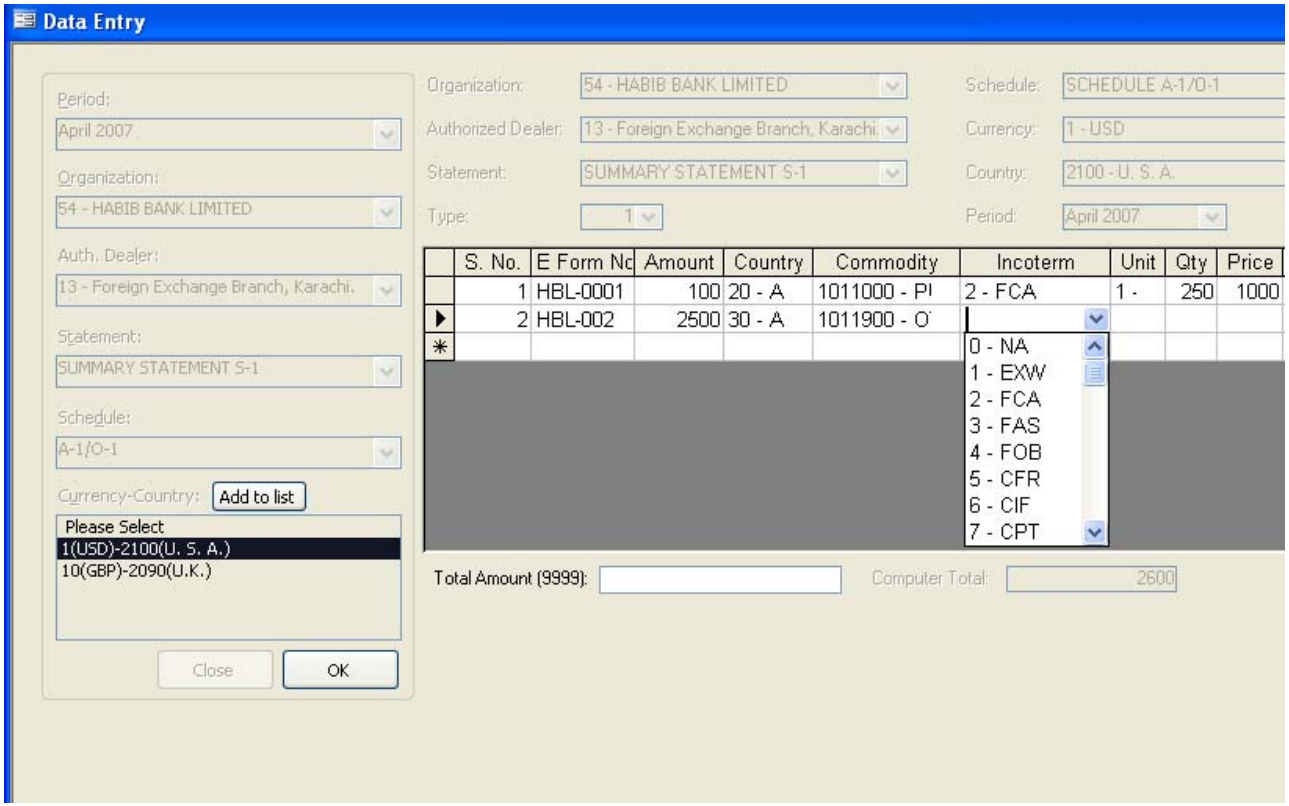


Currency-Country

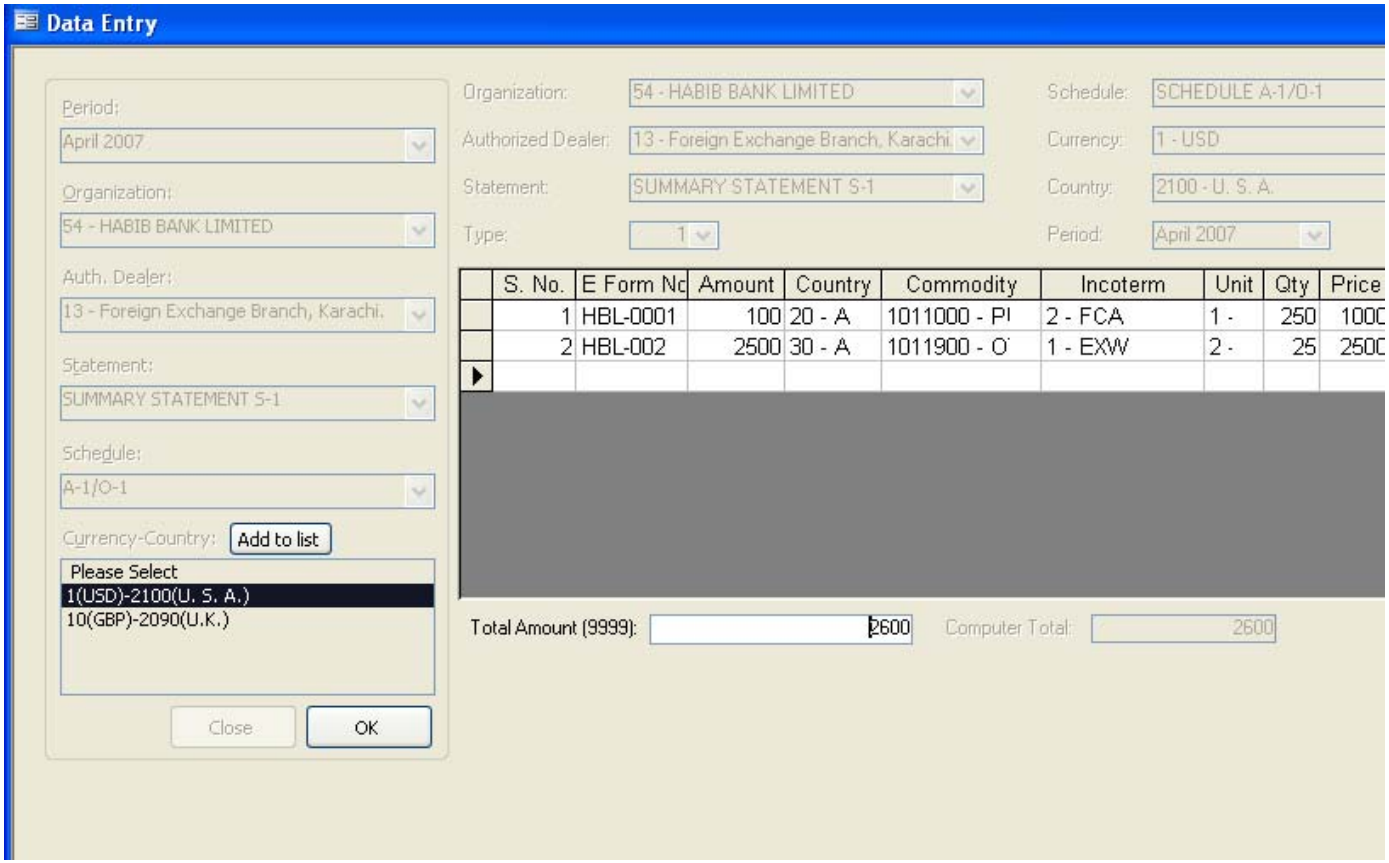
After selecting the schedule, select the currency of the schedule you will be working on and click EDIT. If the currency is not in the list, click the ADD TO LIST button to include that currency in the list



The next screen shows the data entry screen of the selected schedule and currency. In this example, the data entry screen for A-1/O-1 is shown. You can enter data into the grid.



For the benefit of the users, List of Values (LOV) is incorporated into the system, wherever applicable, so that the required value may be selected from the list.



Once data entry for the respective schedule and currency is complete, enter the total amount manually into the system and press the OK button. This amount is validated against the total amount generated by the system.

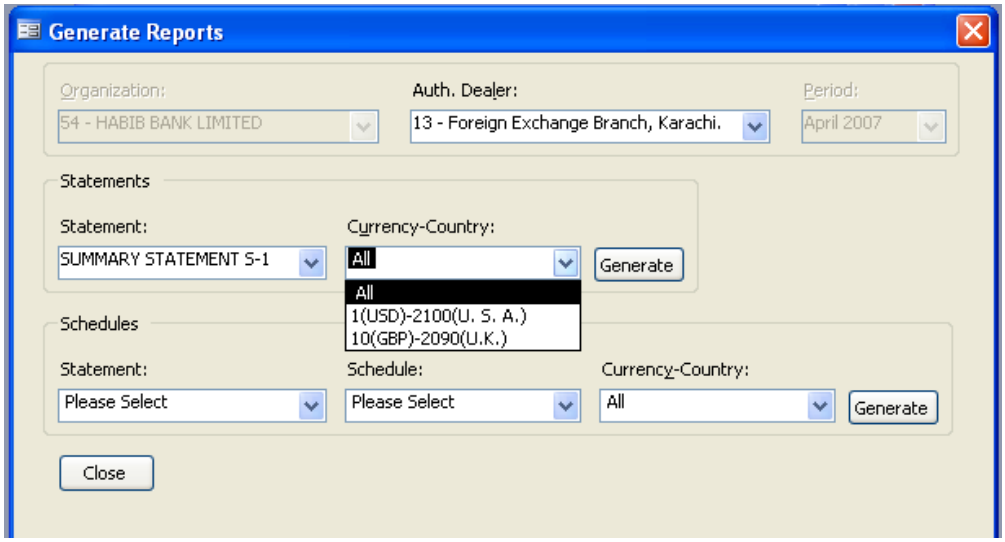
Chapter

3

Printing Reports

Reports like schedules and summary statements can be printed by the ITRS application.

Print Reports
On pressing this button on the menu, the Report Engine is displayed.



You can generate multiple reports using the Report Engine. If you want to generate a report for a specific summary statement for a specific currency, you can do it by selecting that statement in STATEMENTS section and then by selecting the CURRENCY-COUNTRY. On the other hand, if you want to generate summary statements for all the currencies you can do it by selecting ALL from the CURRENCY-COUNTRY combo box.

Similarly, you can generate the schedule reports for the statements for a fixed currency or all the currencies at once.

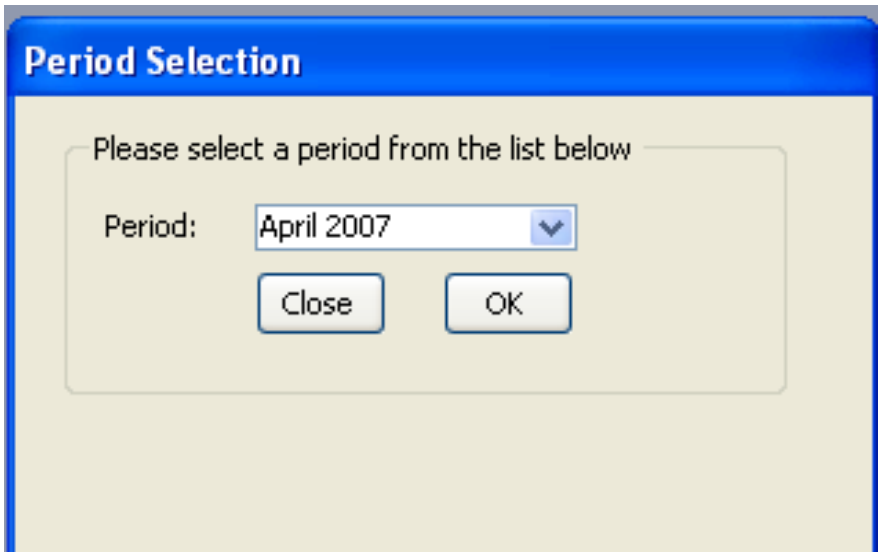
Chapter

4

Switch Period

Periods may be switched from one to another while working in the ITRS application

Switch Period
On pressing this button on the menu, the Switch Period dialog box is displayed.



This is the same dialog box which is displayed when you run the application. However, if you want to change the working period of the application without closing the application, you can do so from here.

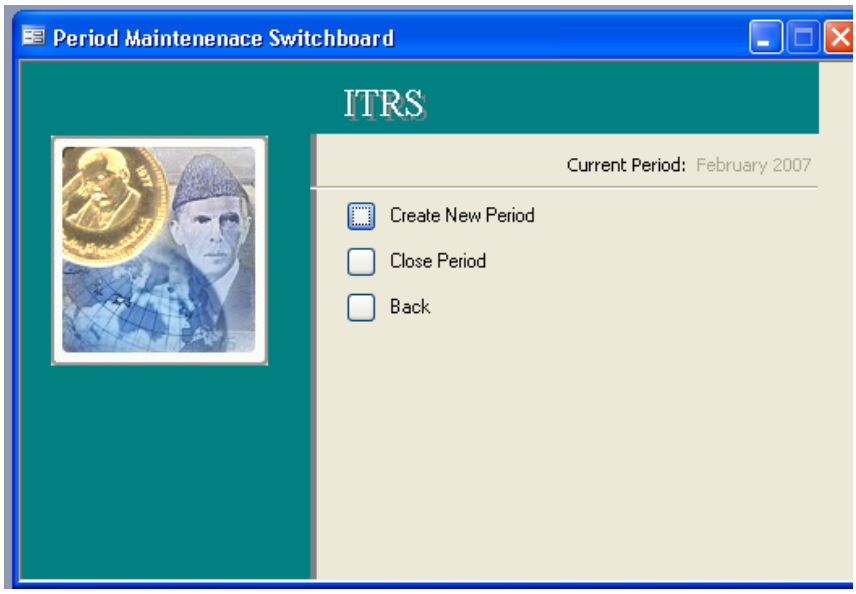
Chapter

5

Period Maintenance

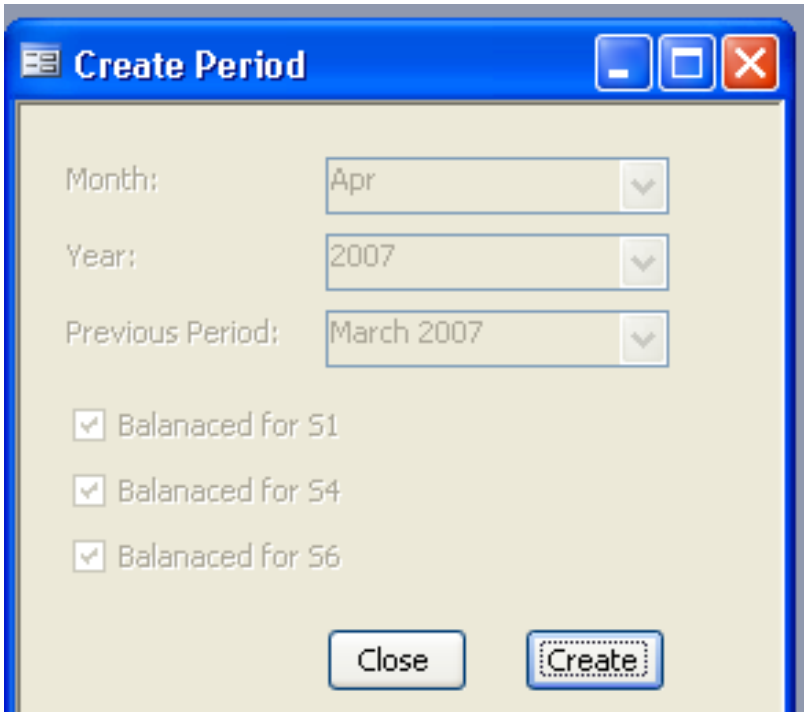
Periods may be switched from one to another while working in the ITRS application

Switch Period
On pressing this button on the menu, the Switch Period dialog box is displayed.



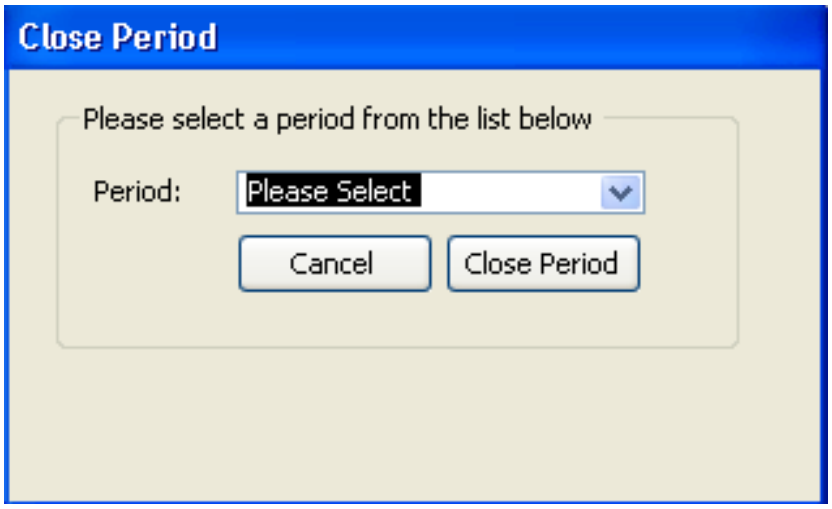
Create New Period

On clicking this button the system will create a new working period in the ITRS application by showing you the following dialog box



Click the CREATE button to create the new period.

Close Period
On clicking this button, the following dialog box is shown



Select the period you want to close from the dropdown list and click CLOSE PERIOD to close that period.

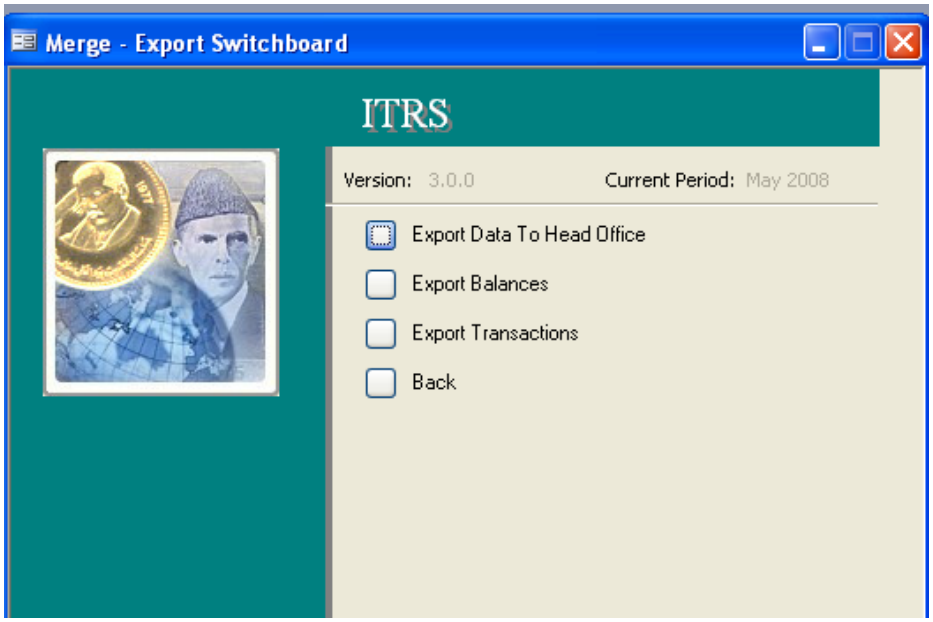
Chapter

6

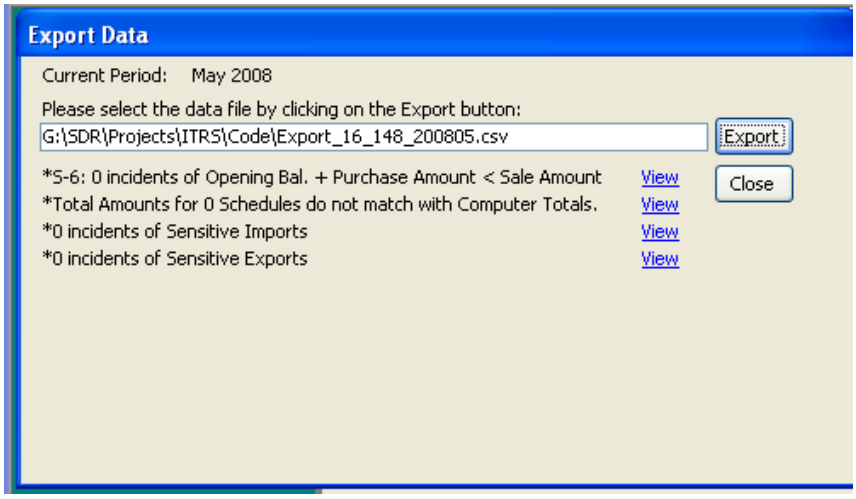
Merge/Export Data

Merging the data will be done by the head office only while simple branches will only be able to export the data.

Merge/Export Data
Click this button if you want to merge/export the data. On clicking this button simple branches will see the following screen



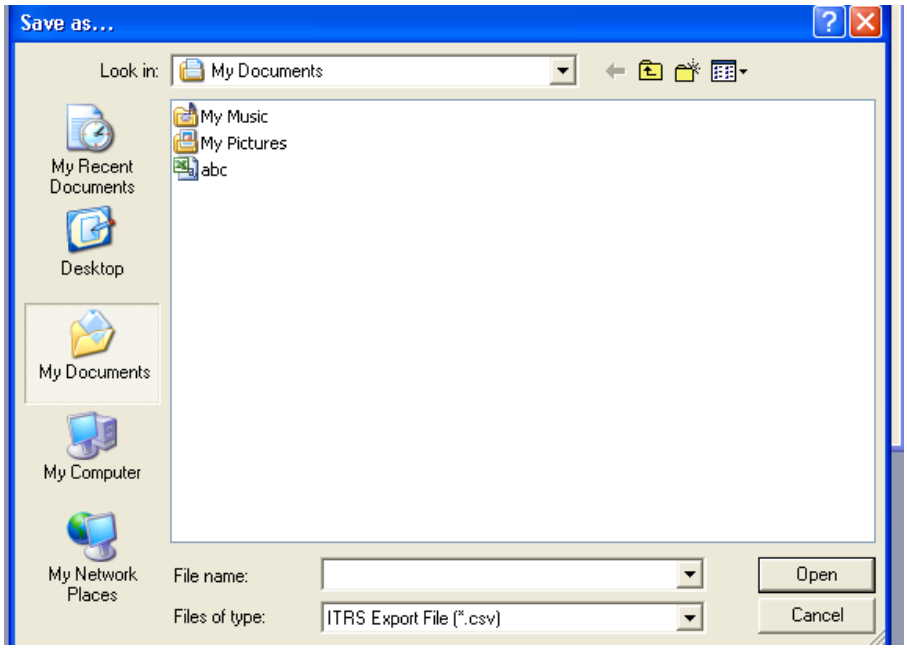
Export Data to Head Office
On clicking this button, you will see the following dialog box


Export Data
Current Period: May 2008
Please select the data file by clicking on the Export button:
G:\SDR\Projects\ITRS\Code\Export_16_148_200805.csv
Export
Close
*S-6: 0 incidents of Opening Bal. + Purchase Amount < Sale Amount
View
*Total Amounts for 0 Schedules do not match with Computer Totals.
View
*0 incidents of Sensitive Imports
View
*0 incidents of Sensitive Exports
View

View
At this point, there are 4 different reports which could be viewed by clicking the VIEW link corresponding to the relevant description as shown above

Export
Click this button to start the export process.

You will see the following dialog box



Type a file name and select a location where you want to save the export file and click OPEN.

Export Balances
Click this button to export only the balances in the system in CSV format

Export Transactions
Click this button to export all the transactions in the system in CSV format

Regional Office Options

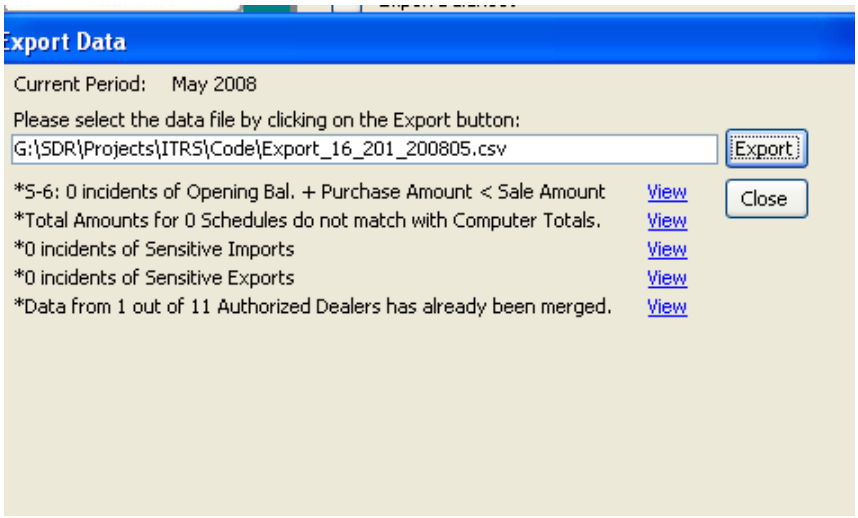
If you are a regional office, you will see the following options whereby you have the additional option to merge data from the Authorized Dealers in your region.

Merge Branch's Data

Use this menu item to merge the full data from a branch. If data from that branch already exists in the system, it will be over-written.

Merge Department's Data

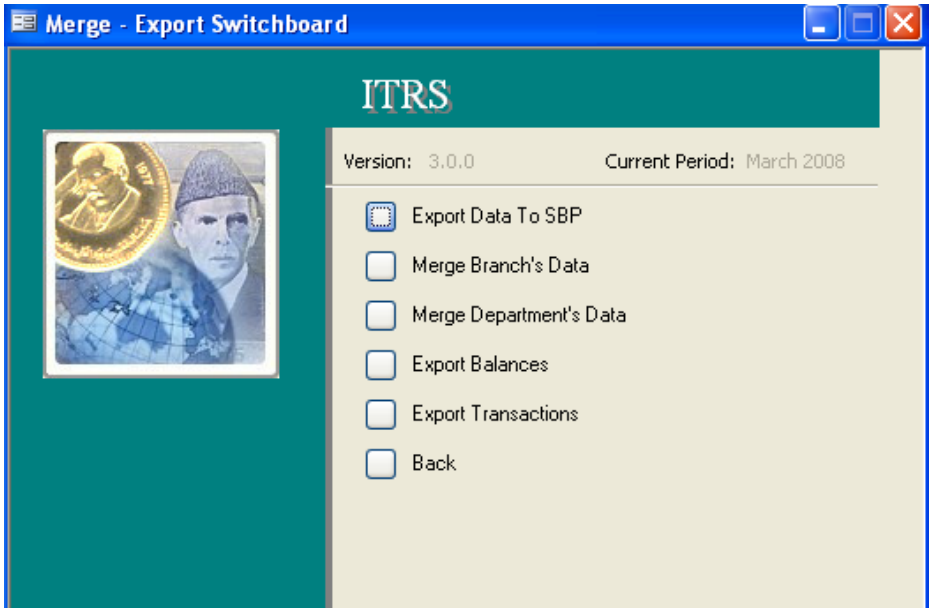
Use this menu item to merge the data from a department of that branch. If data from that branch already exists in the system, it will not be over-written.


Export Data
Current Period: May 2008
Please select the data file by clicking on the Export button:
G:\SDR\Projects\ITRS\Code\Export_16_201_200805.csv
Export
Close
*S-6: 0 incidents of Opening Bal. + Purchase Amount < Sale Amount
View
*Total Amounts for 0 Schedules do not match with Computer Totals.
View
*0 incidents of Sensitive Imports
View
*0 incidents of Sensitive Exports
View
*Data from 1 out of 11 Authorized Dealers has already been merged.
View

Regional Offices will have the option to view the additional report of the list of the Authorized Dealers, the data from which have been merged by the Regional Office. This report can be generated by clicking the VIEW link in the fifth line.

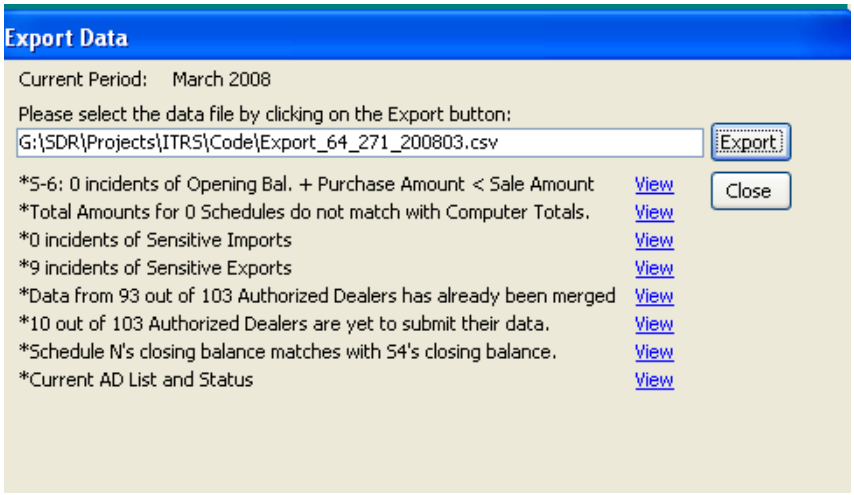
Head Office Options

If you are a head office, you will also have the option to merge the data. The following screen is available to the head offices only



Export Data to SBP

Use this option to create the export file which is to be submitted to the State Bank of Pakistan. On clicking this button you get the following screen

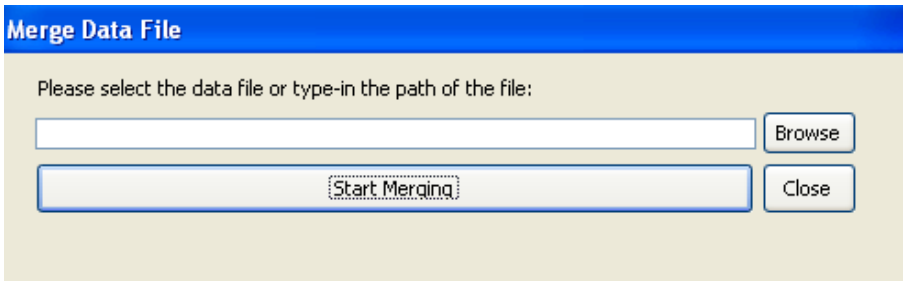

Export Data
Current Period: March 2008
Please select the data file by clicking on the Export button:
G:\SDR\Projects\ITRS\Code\Export_64_271_200803.csv
Export
Close
*S-6: 0 incidents of Opening Bal. + Purchase Amount < Sale Amount View
*Total Amounts for 0 Schedules do not match with Computer Totals. View
*0 incidents of Sensitive Imports View
*9 incidents of Sensitive Exports View
*Data from 93 out of 103 Authorized Dealers has already been merged View
*10 out of 103 Authorized Dealers are yet to submit their data. View
*Schedule N's closing balance matches with S4's closing balance. View
*Current AD List and Status View

As can be seen above, there are three more reports which can be viewed by the head office. One report is the missing authorized dealer's report which shows how many authorized dealers have not yet submitted the data to the head office. This report can be viewed by clicking the VIEW link in the sixth line.

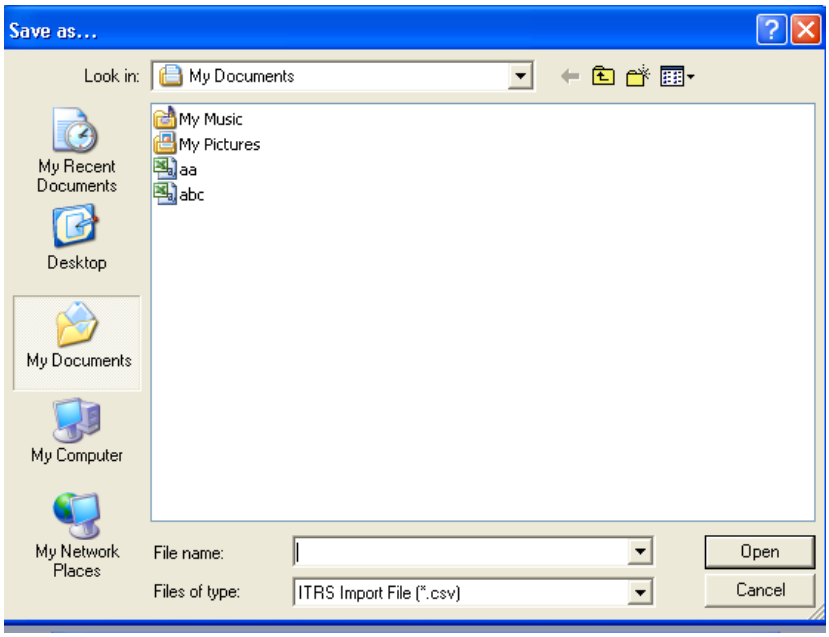
The other report in the seventh line highlights those incidences where the Schedule N's balance does not match with the S4's closing balances.

The last report gives a complete listing of the Authorized Dealers which are available in the system along with their status i.e. opened or closed.

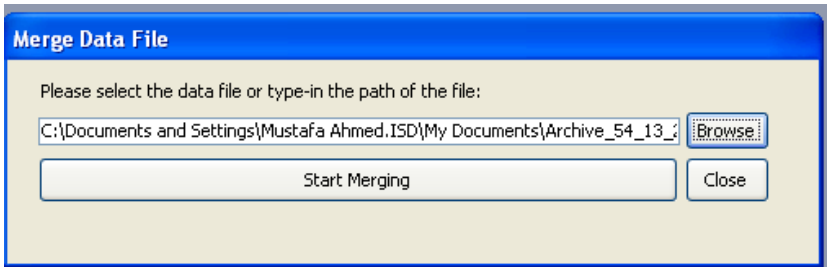
Merge Branch's Data/ Merge Department's Data
Use this option to merge the data from the different branches. On clicking this button the following dialog box is displayed



Click the browse button to open the file open dialog box



Select the .csv file you want to import and click OPEN


Merge Data File
Please select the data file or type-in the path of the file:
C:\Documents and Settings\Mustafa Ahmed.ISD\My Documents\Archive_54_13_
Browse
Start Merging
Close

Click the START MERGING button to import the contents of the file into the head office/regional office database.

Chapter

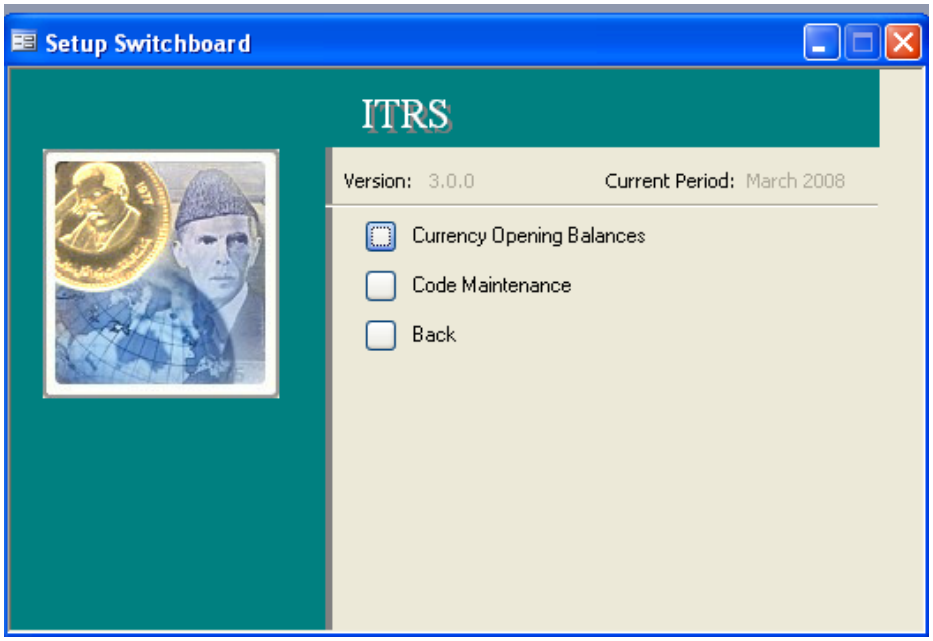
7

Setup

Merging the data will be done by the head office only while simple branches will only be able to export the data.

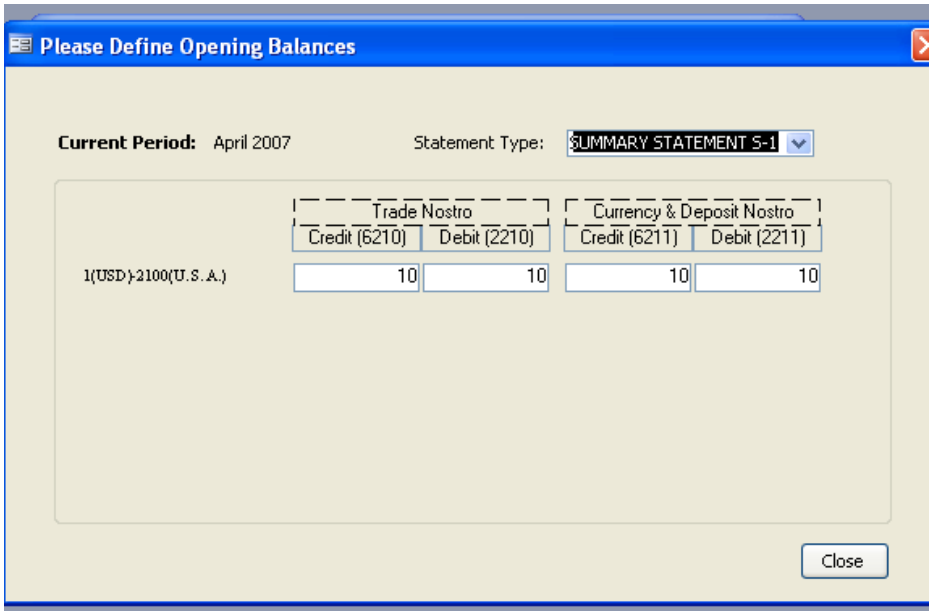
Setup
Click this button if you want to change the setup options of the system.

The following screen is displayed on clicking the setup button



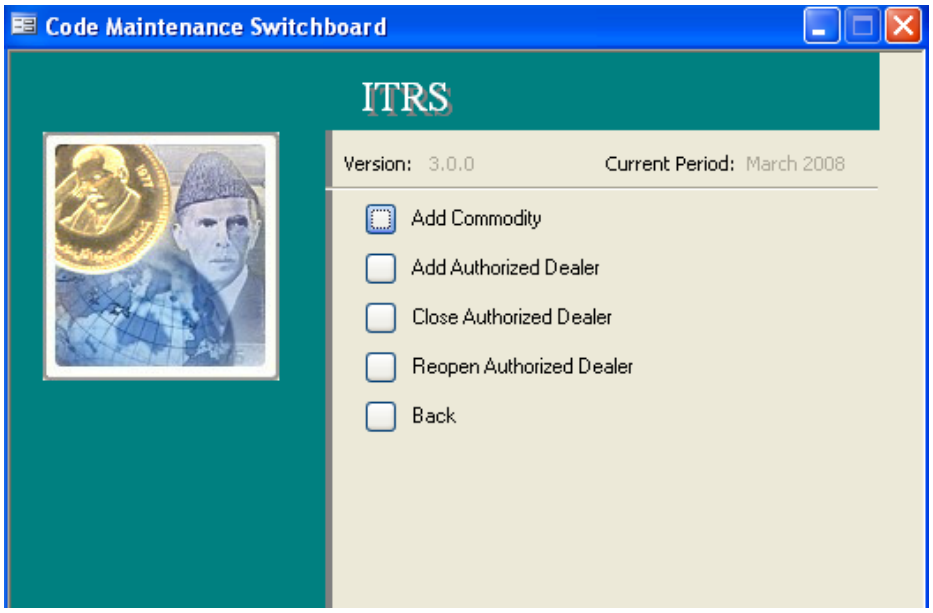
Currency Opening Balances

Click this button if you want to change the opening balances of the currencies you are dealing in.

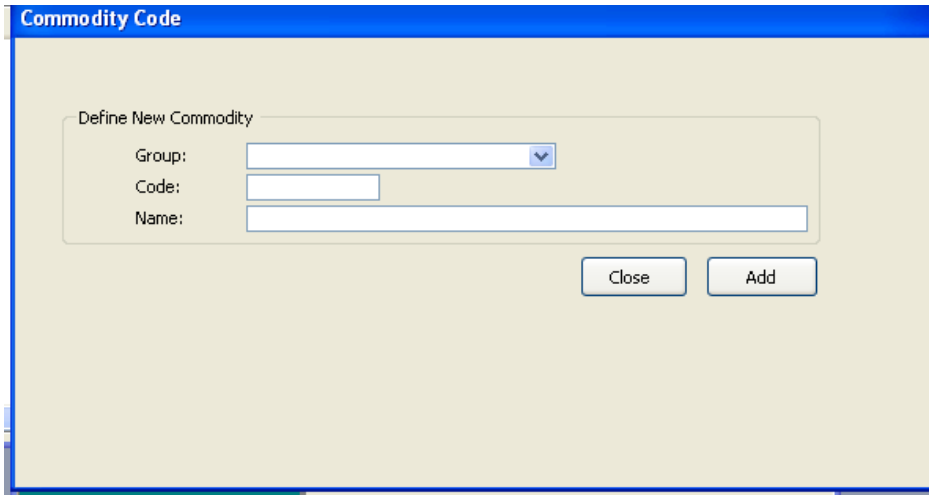


Using the above screen, you can change the opening balances of the currencies. This option is only available to the head office.

Code Maintenance
Click this button to add the codes of new Authorized Dealers and Commodities



Add Commodity
Clicking this button will show the following screen through which you can add new commodities from time to time.



Group
Select the 4-digit commodity group from the drop-down list which forms the prefix of the commodity code.

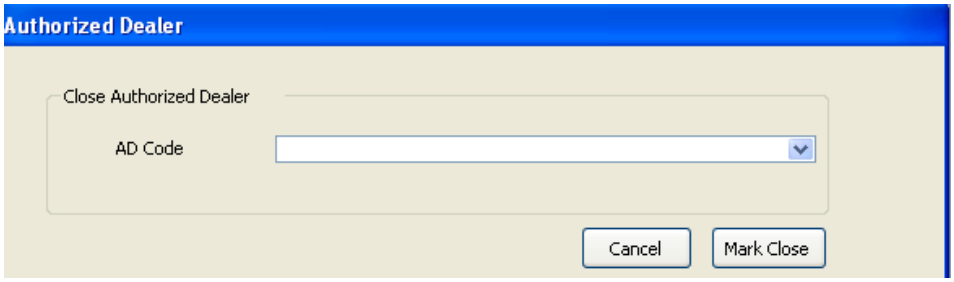
Code
Enter the remaining 4-digit code of the commodity in this field

Name
Enter the commodity name in this field

Add Authorized Dealer
Clicking this button will show the following screen through which you can add new authorized dealers from time to time. This option is available to head offices only.

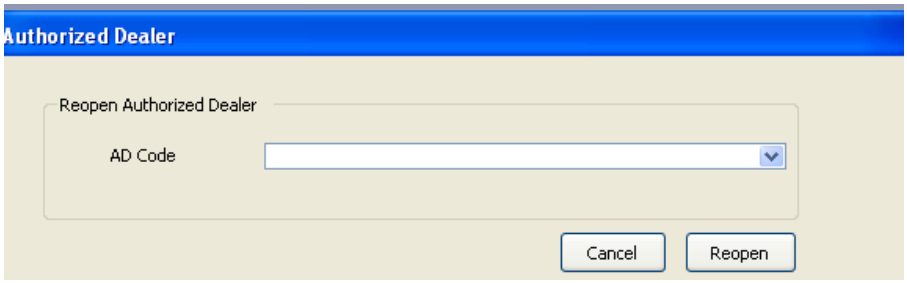
Close Authorized Dealer

Clicking this button will show the following screen through which you can close authorized dealers. This option is available to head offices only.



Reopen Authorized Dealer

Clicking this button will show the following screen through which you can reopen those authorized dealers which you had previously closed. This option is also available to head offices only.

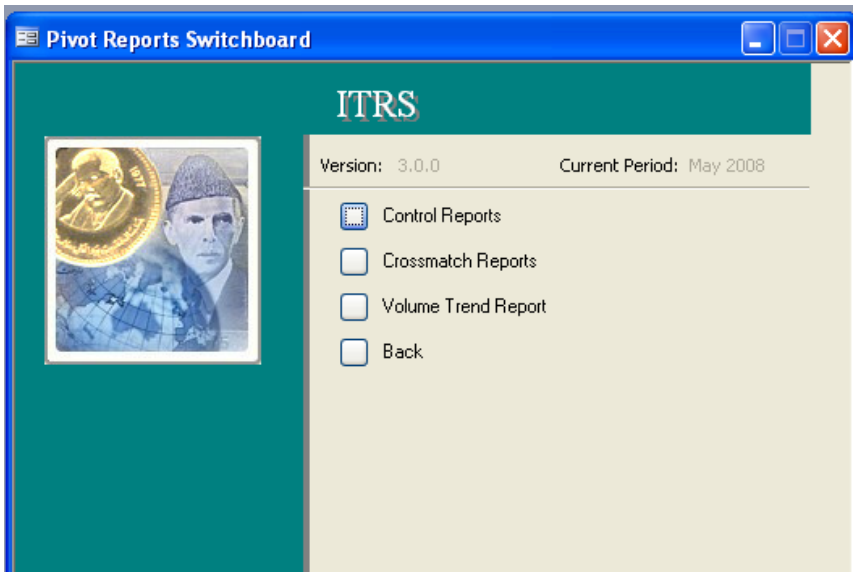


Chapter

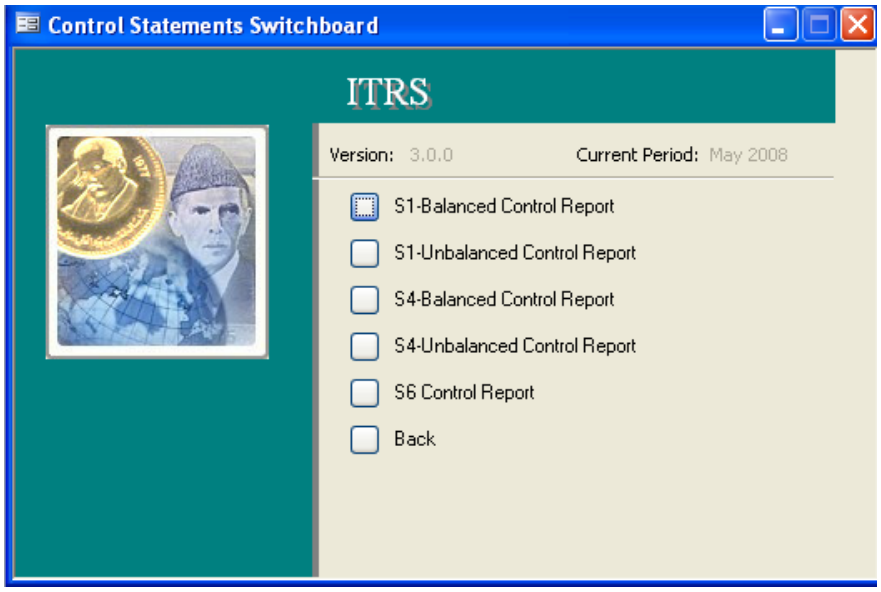
8

View Verification Reports

Verifiaction reports can be viewed by selecting this option from the main menu. The following screen is seen when this button is clicked.

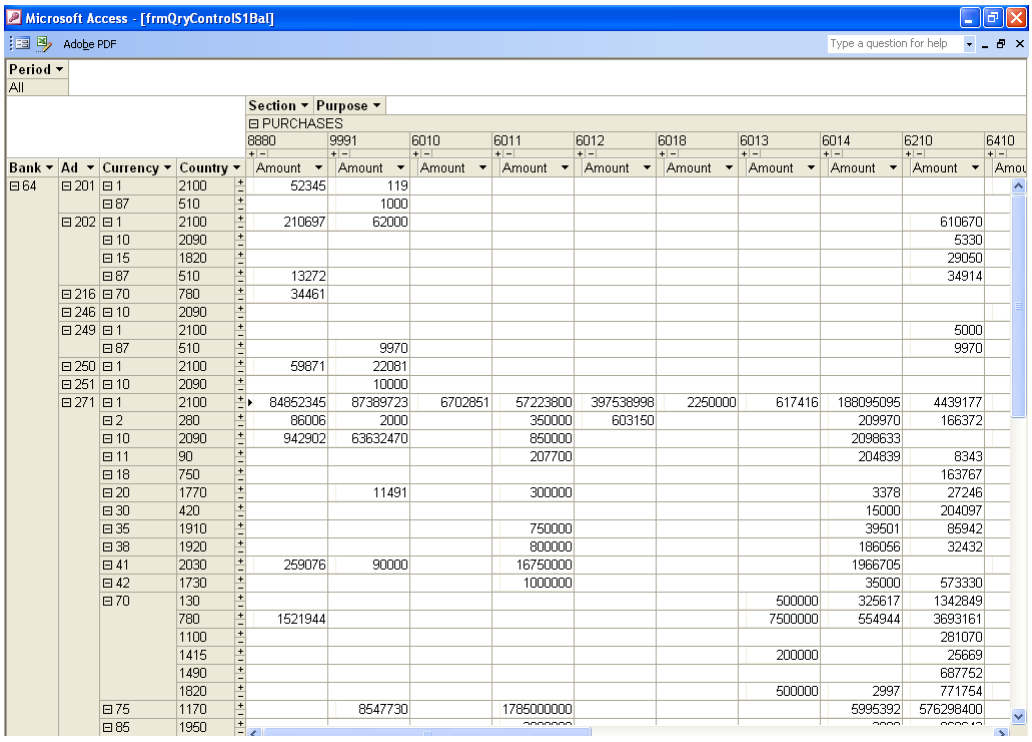


Control Reports
By clicking this button, the following screen is displayed



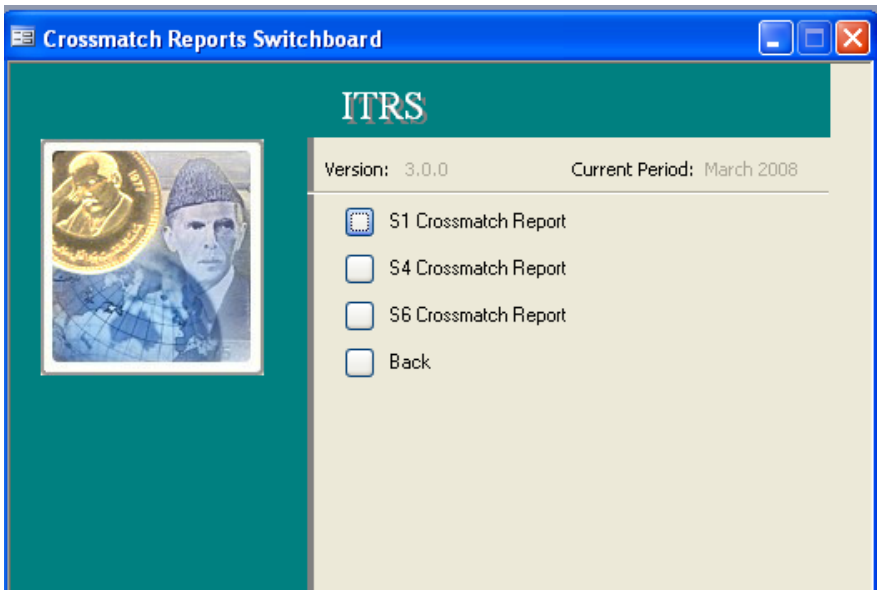
5 Control reports are available to be viewed as shown above.

As an example, clicking the S1-Balanced Control Report will open the following report showing the control details.



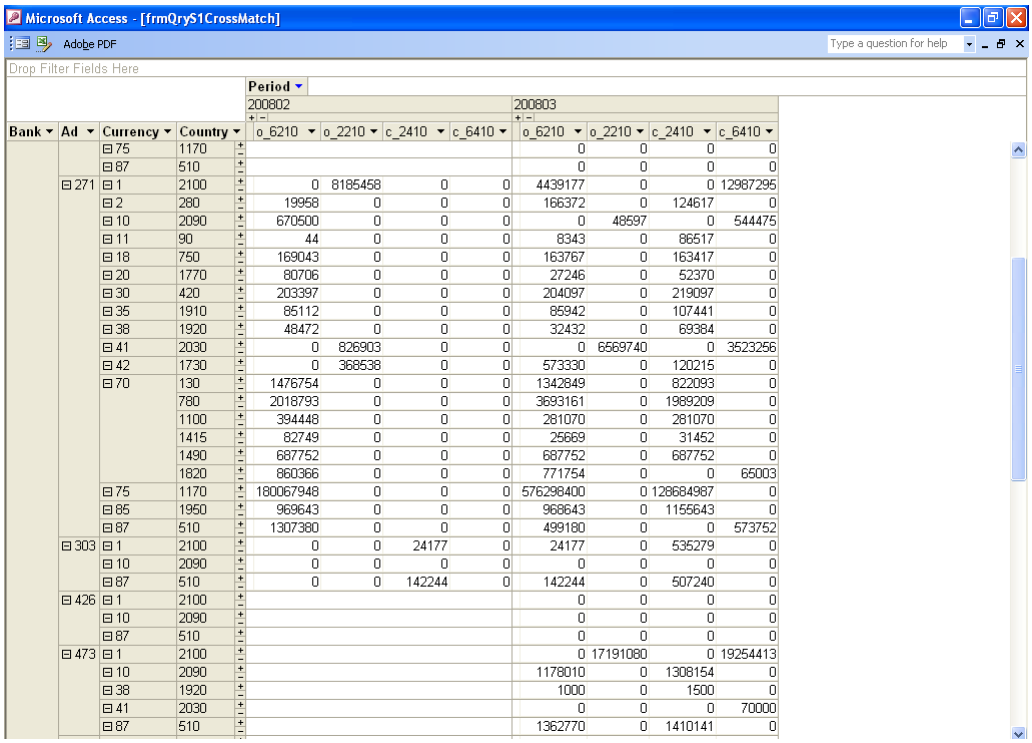
To take a printout of this report, export this report to EXCEL by clicking the second icon on the toolbar.

Crossmatch Reports
By clicking this button, the following screen is displayed



3 Crossmatch Reports are available as shown above.

As an example, clicking the S1 Crossmatch Report will open the following report.

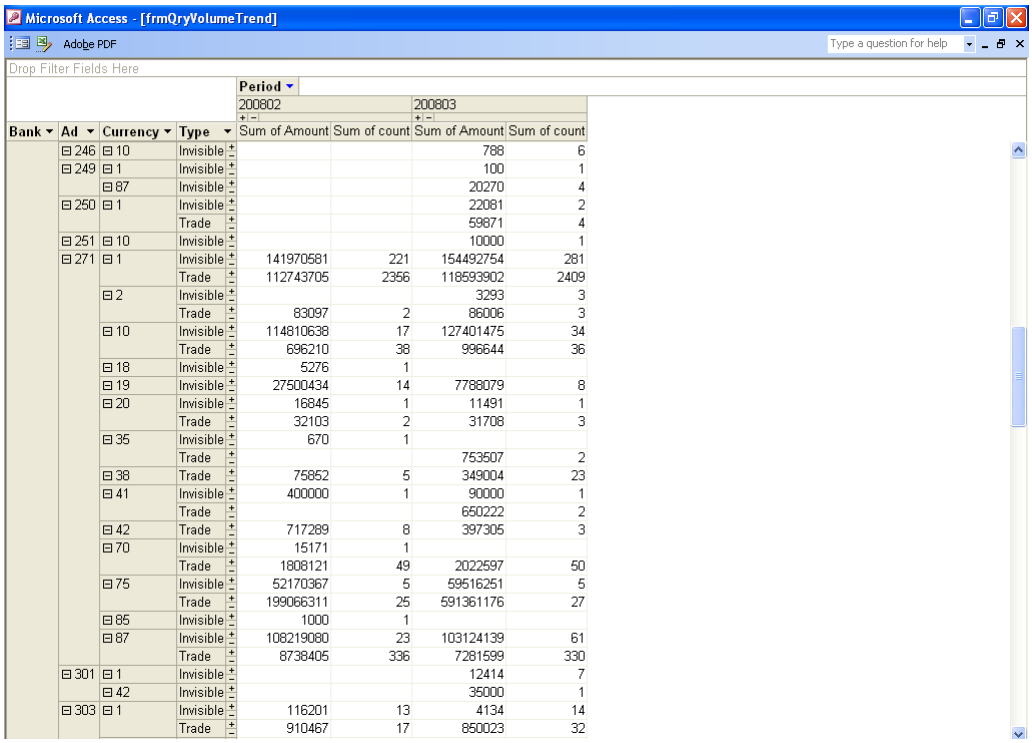


Bank	Ad	Currency	Country	o_6210	o_2210	c_2410	c_6410	o_6210	o_2210	c_2410	c_6410
		75	1170					0	0	0	0
		87	510					0	0	0	0
	271	1	2100	0	8185458	0	0	4439177	0	0	12987295
		2	280	19958	0	0	0	166372	0	124617	0
		10	2090	670500	0	0	0	0	48597	0	544475
		11	90	44	0	0	0	8343	0	86517	0
		18	750	169043	0	0	0	163767	0	163417	0
		20	1770	80706	0	0	0	27246	0	52370	0
		30	420	203397	0	0	0	204097	0	219097	0
		35	1910	85112	0	0	0	85942	0	107441	0
		38	1920	48472	0	0	0	32432	0	69384	0
		41	2030	0	826903	0	0	0	6569740	0	3523256
		42	1730	0	368538	0	0	573330	0	120215	0
		70	130	1476754	0	0	0	1342849	0	822093	0
			780	2018793	0	0	0	3693161	0	1989209	0
			1100	394448	0	0	0	281070	0	281070	0
			1415	82749	0	0	0	25669	0	31452	0
			1490	687752	0	0	0	687752	0	687752	0
			1820	860366	0	0	0	771754	0	0	65003
		75	1170	180067948	0	0	0	576298400	0	128684987	0
		85	1950	969643	0	0	0	968643	0	1155643	0
		87	510	1307380	0	0	0	499180	0	0	573752
	303	1	2100	0	0	24177	0	24177	0	535279	0
		10	2090	0	0	0	0	0	0	0	0
		87	510	0	0	142244	0	142244	0	507240	0
	426	1	2100					0	0	0	0
		10	2090					0	0	0	0
		87	510					0	0	0	0
	473	1	2100					0	17191080	0	19254413
		10	2090					1178010	0	1308154	0
		38	1920					1000	0	1500	0
		41	2030					0	0	0	70000
		87	510					1362770	0	1410141	0

To take a printout of this report, first export this report to EXCEL by clicking the second icon on the toolbar.

Volume Trend Report

By clicking this button, the following screen is displayed



Bank	Ad	Currency	Type	Sum of Amount	Sum of count	Sum of Amount	Sum of count
	⊟ 246	⊟ 10	Invisible			788	6
	⊟ 249	⊟ 1	Invisible			100	1
		⊟ 87	Invisible			20270	4
	⊟ 250	⊟ 1	Invisible			22081	2
			Trade			59871	4
	⊟ 251	⊟ 10	Invisible			10000	1
	⊟ 271	⊟ 1	Invisible	141970581	221	154492754	281
			Trade	112743705	2356	118593902	2409
		⊟ 2	Invisible			3293	3
			Trade	83097	2	86006	3
		⊟ 10	Invisible	114810638	17	127401475	34
			Trade	696210	38	996644	36
		⊟ 18	Invisible	5276	1		
		⊟ 19	Invisible	27500434	14	7788079	8
		⊟ 20	Invisible	16845	1	11491	1
			Trade	32103	2	31708	3
		⊟ 35	Invisible	670	1		
			Trade			753507	2
		⊟ 38	Trade	75852	5	349004	23
		⊟ 41	Invisible	400000	1	90000	1
			Trade			650222	2
		⊟ 42	Trade	717289	8	397305	3
		⊟ 70	Invisible	15171	1		
			Trade	1808121	49	2022597	50
		⊟ 75	Invisible	52170367	5	59516251	5
			Trade	199066311	25	591361176	27
		⊟ 85	Invisible	1000	1		
		⊟ 87	Invisible	108219080	23	103124139	61
			Trade	8738405	336	7281599	330
	⊟ 301	⊟ 1	Invisible			12414	7
		⊟ 42	Invisible			35000	1
	⊟ 303	⊟ 1	Invisible	116201	13	4134	14
			Trade	910467	17	850023	32

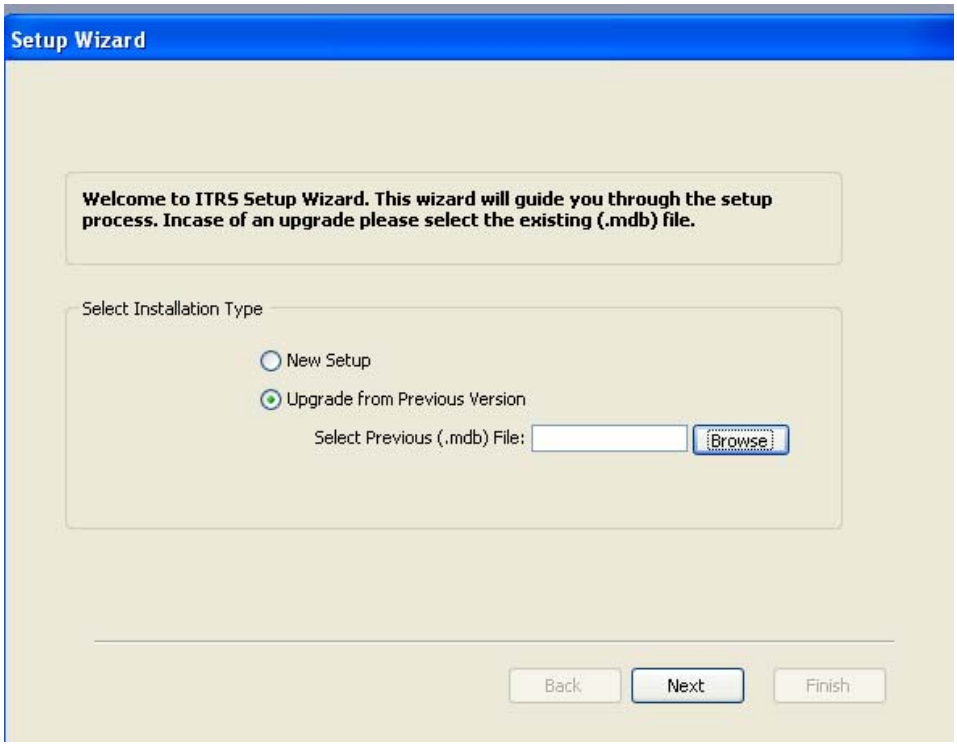
To take a printout of this report, first export this report to EXCEL by clicking the second icon on the toolbar.

Chapter

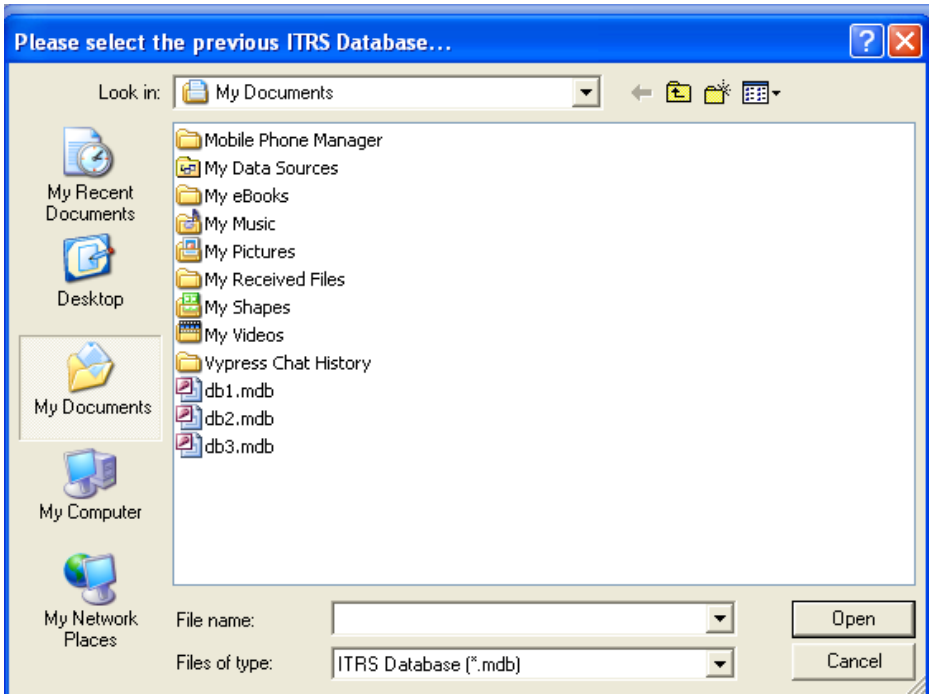
9

Upgrade from Previous Version

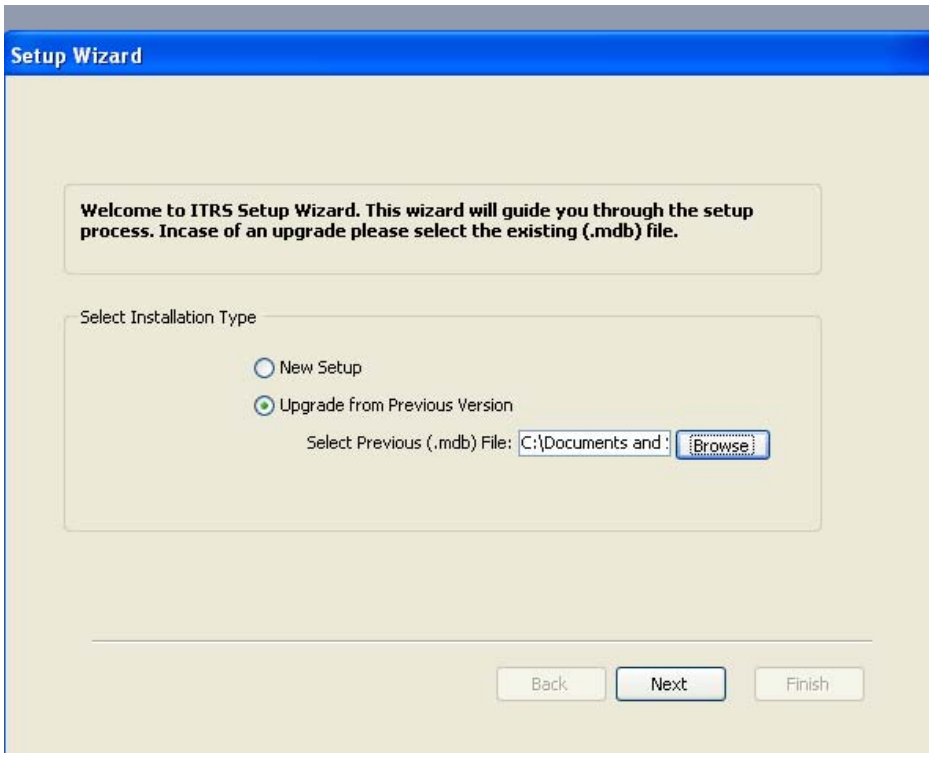
Upgrades will be provided to the banks from time to time. To upgrade the ITRS application, when you run the software upgrade, you will see the following screen.


Setup Wizard
Welcome to ITRS Setup Wizard. This wizard will guide you through the setup process. Incase of an upgrade please select the existing (.mdb) file.
Select Installation Type
New Setup
Upgrade from Previous Version
Select Previous (.mdb) File:
Browse
Back
Next
Finish

Click UPGRADE FROM PREVIOUS VERSION to upgrade your ITRS application.
Then click the BROWSE button and select the previous mdb file as follows.



Select the previous mdb file and click the OPEN button


Setup Wizard
Welcome to ITRS Setup Wizard. This wizard will guide you through the setup process. Incase of an upgrade please select the existing (.mdb) file.
Select Installation Type
New Setup
Upgrade from Previous Version
Select Previous (.mdb) File:
C:\Documents and
Browse
Back
Next
Finish

Click the NEXT button to upgrade the ITRS application.

Appendix

A

Support Process for ITRS Application

Support for ITRS will be provided by the Statistics Department. On regular basis, upgrade/patch files will be provided by the Statistics Department. The upgrades will be available online on the SBP website http://www.sbp.org.pk

Bug Reporting

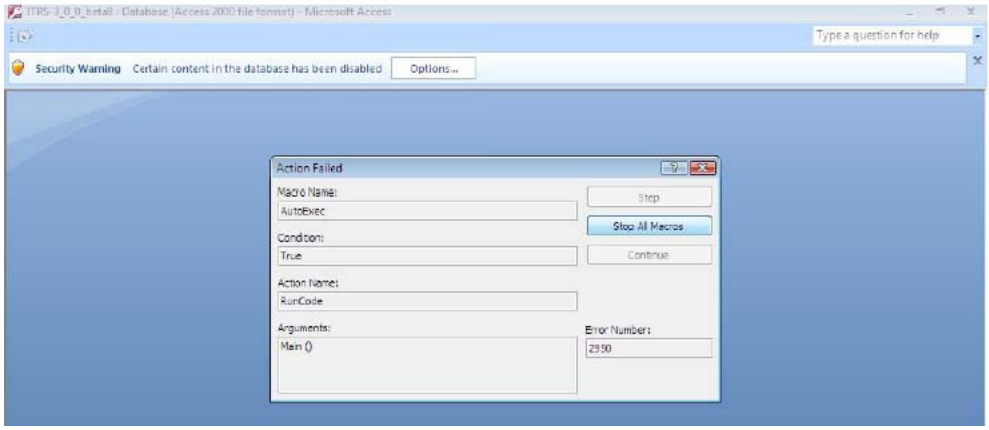
1. To report a bug, take a snapshot of the error message displayed on the screen by pressing SHIFT + PRINT SCREEN.
2. Create a Microsoft Word document and paste the snapshot in it.
3. Write a description of few lines in it
4. Fill in the given Bug Report Excel Sheet
5. Zip the Word Documents and the Excel Sheet
6. Name the zip file in the following format, BANKCODE_DD_MM_YY.zip where DD= starting day of the week, MM=month and YY=year.
7. Email it weekly to the following address:
    a. Iftikhar.ali@sbp.org.pk

Appendix

B

Known Issues

1. If Office 2007 is used, on running the application may give the following security warning.



   To run the ITRS application, ask your System Administrator to enable macros on your machine.

2. The Current AD List and Status Report which may be viewed while exporting data to SBP, is only applicable for the last open period.

3. The Merged ADs and Missing ADs reports accessible through Export Data to SBP screen, is only applicable for the last opened period.